

# WESTFIELD CONTRIBUTORY RETIREMENT SYSTEM

59 Court Street, Westfield, MA 01085

Phone: (413) 572-6239 | Fax: (413) 642-9410

## **Fifth Board Member Position**

The Westfield Retirement Board is seeking qualified applicants for the Fifth Member of the Westfield Retirement Board. In accordance with M.G.L. Chapter 32 section 20(4)(b), the 5<sup>th</sup> member shall not be an employee, retiree, or official of the City of Westfield and shall be chosen by the other four board members, for a 3 year term commencing on the date of hire.

Westfield Retirement Board members serve as fiduciaries of the Westfield Contributory Retirement System and are responsible for overseeing the administration of retirement benefits to over 1,800 active and retired members and approximately \$300 million in pension assets. Board members perform their duties solely in the interest of its members and beneficiaries in accordance with Massachusetts General Laws, the rules and regulations promulgated by the Public Employee Retirement Administration Commission (PERAC) and the rules and regulations adopted by the Board as approved by PERAC. The successful candidate must be available to attend Board meetings once a month (typically the 3<sup>rd</sup> Thursday of the month at 2pm).

There is a \$3,000 annual stipend.

Board Members are required to:

- File an Annual Statement of Financial Interests with PERAC – detailing personal assets
- Complete Conflict of Interest and Ethics training bi-annually
- Develop knowledge of Massachusetts Open Meeting Law
- Develop knowledge of Massachusetts General Laws, Chapter 32
- Attend meetings, seminars, conferences, and education trainings as necessary
- Complete 18 hours of training during their term

Letters of interest, resumes, and other qualifications may be mailed, or hand delivered to: Westfield Retirement System, 59 Court Street, Westfield, MA 01085 – or sent electronically to [Liam.Browne@cityofwestfield.org](mailto:Liam.Browne@cityofwestfield.org)

**Submissions are required by Wednesday, January 18, 2023, 4:00pm**

For additional information regarding this position, please contact Liam Browne, Director (413)-572-6239